

Letter of Understanding for Reservation Cancellation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to acknowledge your recent request to cancel your reservation made on [Insert Reservation Date] for [Insert Details of Reservation]. We understand that circumstances may arise that necessitate changes to your plans.

As per our cancellation policy, your reservation has been officially cancelled as of [Insert Cancellation Date]. Any applicable fees will be processed accordingly and a confirmation of this cancellation will be sent to you shortly.

We appreciate your understanding and hope to have the opportunity to serve you in the future. Should you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]